

Voting Equipment Selection Committee
March 11, 2004
Minutes

Committee Members in Attendance:

Gayle McKeachnie, Lt. Governor
Val Oveson, State CIO
Amy Naccarato, Director of Elections
Ray Palmer, Governor's Office IT
LuAnn Adams, Box Elder County Clerk
Sherrie Swensen, Salt Lake County Clerk
Linda Lunceford, Weber County Clerk
Robert Pero, Carbon County Clerk
David Yardley, Iron County Clerk
Mark Langston, Davis County IT
Neil Peterson, Utah County IT
Steve Harmsen, Salt Lake County Council
Liz McCoy, Disability Law Center
Bill Gibson, Division of Services for the Blind and Visually Impaired
Thom Roberts, Attorney General's Office
Debbie Gundersen, State Purchasing

Guests:

Douglas Richins, Director of State Purchasing
Cal Robison, Washington County Clerk
Leslie Barron, State Elections Office

I. Welcome

The Committee was welcomed by Lt. Governor McKeachnie. Committee members and guests were introduced. The Lt. Governor reviewed the Statement of Purpose with all Committee members.

II. RFP Instructions and Ethics

Douglas Richins, State Director of Purchasing explained the distinction between the Request for Proposal (RFP) and an Invitation to Bid. The Committee must determine whether it intends to release an RFP or an Invitation to Bid.

The group also discussed the implications of the Public Employees and Officers Ethics Act. Committee members were instructed to submit a signed copy of the document "Evaluator Confidentiality and Conflict of Interest Certification."

Committee members determined that they will form internal ethics rules. The group was also instructed on why the decision had been made to keep the meetings open to the public. Thom Roberts explained the law in further detail.

The group also discussed the proposed timeline for the Committee and a schedule of upcoming meetings.

III. Introduction to Voting Equipment RFP Process/Committee Work Time

Val Oveson led a group discussion regarding the review of RFPs from North Dakota, Ohio, Georgia and San Bernardino, CA. The group agreed to select an RFP from these to use as a model for Utah's RFP.

The Committee will make an award to a single vendor. The State Plan Committee allocated \$20.5 million for the purchase of voting equipment. The option of leasing voting equipment will be explored. The committee will also continue a discussion on issues of usability and the lifetime of the equipment.

The Committee selected the Georgia RFP as working model. Committee members agreed to review the Georgia RFP and prepare any recommended revisions for the next meeting. Val Oveson will make initial modifications to the Georgia document and will be custodian of the "base document" during the development of Utah's RFP.

The Committee discussed how to direct vendor contacts during the process of developing an RFP. The group decided to refer all vendors to Amy Naccarato. Amy will request that all communications from vendors be put in writing to be distributed to all Committee members.

The Committee discussed the implications of leaving Committee meetings open to the public during the development of the RFP. No changes were made to the current procedures outlined by the Lt. Governor.

The meeting adjourned at 3:00 p.m.